

Terms of Reference

Tatiara Water Allocation Plan Stakeholder Advisory Group

Background

The Tatiara Water Allocation Plan was adopted by the Minister on 7 June 2010.

Under section 54 of the *Landscape South Australia Act 2019* a water allocation plan must be reviewed on a comprehensive basis at least once in every 10 years. The purpose is to:

- provide a review of the principles reflected in the plan
- provide a review of the success of the plan after taking into account the outcomes sought to be achieved by the water allocation plan
- provide an assessment of whether the water allocation plan remains appropriate or requires amendment
- assess or address any other matter prescribed by the regulations.

Following review a water allocation plan may be amended.

Recognising the importance of community and stakeholder involvement in the Tatiara Water Allocation Plan (the Plan), the South East Natural Resources Management Board (SENRM) convened a Stakeholder Advisory Group (the Group) to advise them throughout this review. The Group continued to operate in this role on the establishment of the Limestone Coast (LC) Landscape Board.

The Group are the primary stakeholder representative group for the review and amendment of the Tatiara Water Allocation Plan. To ensure a diversity of interests and perspectives are heard in this process the LC Landscape Board also consult directly with other stakeholder groups and broadly with the community.

Role of the Stakeholder Advisory Group (the Group)

To provide to the LC Landscape Board for its consideration, recommendations for water allocation and water resource management in the Tatiara Prescribed Wells Area (PWA) to ensure a balance of economic, social and environmental benefits.

Terms of Reference

The Group will:

- Act as a key reference contact for the LC Landscape Board on issues associated with water allocation planning and catchment and water management for the Tatiara PWA.
- Assist the LC Landscape Board to set directions for water allocation and management in the Tatiara PWA.
- Discuss and develop draft working papers on issues, options and methods of achieving sustainable groundwater use in the Tatiara PWA and on issues associated with water allocation and water management planning.
- Assist (draft and make recommendations to) the LC Landscape Board in the review and amendment of the Plan for the Tatiara PWA as required under Section 54 of the *Landscape South Australia Act 2019* through evaluating various options, providing comment and engaging the community in consultation.

- Using agreed information products, consult with the wider community to discuss the issues, options and methods of achieving sustainable groundwater use in the Tatiara PWA.
- To communicate the needs and views of the community to the LC Landscape Board, and LC Landscape Board views to the community.
- Assist the LC Landscape Board in promoting community awareness, education and involvement in water resources in the area and the catchment.

Terms of Membership

Group member appointments are based on their skills, experience, abilities and/or knowledge in areas relevant to the Tatiara Prescribed Wells Area and Water Allocation Plan. The maximum number of members of the Group is 13. Membership is limited to a balanced representation of different interests.

Group members do not require formal qualifications. Members must have an ability to work within the terms of reference and put their own personal agendas at a distance.

In the event of a group member resigning their position the LC Landscape Board may seek to replace them with someone of similar skills and representation.

The LC Landscape Board will appoint a maximum two members of the governing body to the Group and will appoint a Chair. Governing body representatives may change through the term of the review.

All members of the Group are appointed for the duration of the review and amendment of the Plan, and will remain appointed until within 3 months after the date of Ministerial approval.

All members and representatives are expected to commit to the Ground Rules (Attachment A) and abide by these for the duration of their appointment.

Where a Group representative fails to abide by the terms of reference or the ground rules the LC Landscape Board Chair and General Manager have the authority to remove them from the Group.

Media

All direct media contact (interviews and actively seeking media coverage) is to be referred to the LC Landscape Board and carried out by a person authorised by the General Manager.

Meetings

The LC Landscape Board expects the Group will meet as needed in the Tatiara PWA, unless otherwise agreed. Representatives are encouraged to attend in person but attendance online will be made available where in person attendance is not possible.

Special meetings may be required. Staff of the LC Landscape Board and/or specialist advisers may attend when appropriate, however Group meetings are not open to members of the public.

An agenda will be prepared and distributed to Group members by LC Landscape Board staff prior to the meeting. Minutes of meetings will be kept and provided to the LC Landscape Board, Group members and be made publicly available.

A quorum at meetings shall be half of the finalised membership. Executive support will be provided by the LC Landscape Board.

Reporting

The Group reports to the LC Landscape Board. Any member of the LC Landscape Board has the right to attend Group meetings. All Group actions will be reported to the LC Landscape Board.

Privacy and Consent

Members of the Group will:

- Maintain appropriate levels of confidentiality in respect to Group discussions and of information made available to them.
- Material that is confidential in nature will be identified in the papers circulated to members.
- Members should be aware that all written material associated with the Group may be made available to the public.

By being a member of the Group the member agrees to the LC Landscape Board using personal information to identify Group membership in information or communications relating to the Tatiara Water Allocation Plan for the term of their appointment.

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Attachment A – Ground Rules

General:

- Meetings to start on time (no waiting for late arrivals).
- Meetings to finish at scheduled time.
- Mobile phones should be turned off.
- Minutes from previous meeting, information notes and agendas to be distributed at least business 3 days prior to the next scheduled meeting – alterations to be faxed/emailed as required.
- Agenda to be adhered to during meeting.
- Agendas and other information provided should be read prior to the meeting.

Meeting Attendance:

- Attendance register to be completed on arrival.
- If people are unable to attend a meeting, inform the Project Officer at least 1 day prior to meeting if possible.
- Speakers must arrange with Chair prior to meeting to be on the agenda and comment should be relevant and limited to 10 minutes.

Chairing:

- Chair should be independent – not preconceived.
- The Chair will be a Limestone Coast Landscape Board Member.
- In the absence of the Chair, the designated Proxy Chair will chair the meeting.
- Chair and any speakers should be appropriately prepared.
- Chair to keep discussion on track and stop people heading off on tangents.
- Group should keep moving forward, and not continually revisit old ground.
- Results should be achieved – group should leave feeling satisfied with the meeting.

Communication:

- People to be allowed to speak without being interrupted – no interjectors.
- People to express views and opinions but to try and take a 'big picture' view.
- No personal attacks (provision has been made within the group charter (ToR) to permanently remove members should this occur).
- People should listen when others are talking.
- Respect others – opinions, beliefs, etc.
- One person to speak at a time.

Discussion:

- People not to push their own agendas, instead to raise issues but adopt a holistic point of view.
- If there is insufficient information / knowledge to make a decision, identify what is required to continue the discussion and revisit later (avoid getting bogged down).
- Discussion on issues should be controlled and achieve results.
- Recommendations to the Board – if no consensus is reached then take options / advantages / disadvantages to the Board.